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SECRETARY OF THE AIR FORCE**



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**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision on Air Force installations in the continental United States (CONUS) and overseas (OCONUS) areas. This includes, but is not limited to, granting, suspending, or revoking the privilege to operate a privately owned vehicle (POV); registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities.

(AFMC) This AFMC Supplement implements Air Force Policy Directive (AFPD 31-2, *Law Enforcement*) and Air Force Instruction 31-204, *Motor Vehicle Traffic Supervision*. It assigns responsibilities and establishes procedures for motor vehicle traffic supervision for all AFMC installations. This includes, but is not limited to, granting, suspending or revoking the privilege to operate a privately owned vehicle; registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation activities. This supplement applies to the US Air Force Reserve and Air National Guard members while on extended duty on AFMC installations.

AFI 31-204, 1 August 1997, is supplemented as follows:

Chapter 1 INTRODUCTION

1.1. Program Management. This instruction implements policy, assigns responsibility, and establishes procedures for motor vehicle traffic supervision on Air Force installations located in the continental United States (CONUS) and overseas (OCONUS) areas.

1.1.1. This includes, but is not limited to:

1.1.1.1. Granting, suspending, or revoking the privilege to operate a POV.

1.1.1.2. Registration of POVs.

1.1.1.3. Administration of vehicle registration and driver performance records.

1.1.1.4. Driver improvement programs.

1.1.1.5. Police traffic supervision.

1.1.1.6. Off-installation traffic activities.

1.1.2. Commanders can modify these policies and procedures in the following instances:

1.1.2.1. When dictated by host nation relationships, treaties, and agreements.

1.1.2.2. When traffic operations under military supervision necessitate special measures to meet mission unique requirements or to protect public safety.

1.1.3. Safe and efficient movement of personnel and vehicles is the objective of every traffic control program. Program goals should focus on ways to reduce traffic-related deaths, injuries, and property damage.

1.2. Responsibilities.

1.2.1. Air Force Chief of Security Police (HQ USAF/SP). Establishes policy to assist installation commanders in the administration of local traffic supervision and enforcement programs.

1.2.2. Air Force Security Police Agency (HQ AFSPA). Provides guidance to MAJCOMs and field units on implementing traffic safety and supervision programs.

1.2.3. Major Command Chief of Security Police (MAJCOM/SP). Each MAJCOM/SP manages command unique traffic supervision and enforcement programs. They provide key staff support to installation commanders and their assigned security police units.

1.2.4. Installation Commander. Establishes and manages the local installation traffic supervision program. They have broad authority to regulate the movement of traffic and personnel on their installations. Each must develop local procedures to ensure safe pedestrian and vehicle traffic. To meet goals and objectives, installation commanders integrate safety, engineering, legal, and law enforcement resources into their traffic review and planning processes.

1.2.5. Chief of Security Police. The CSP is the installation commander's principal advisor on issues pertaining to the safe movement of personnel and traffic. The CSP exercises staff responsibility for directing, regulating, and controlling traffic, and enforcing installation rules pertaining to traffic control. CSPs assist traffic engineers by performing traffic control studies to gather information on traffic problems and usage patterns.

1.2.6. Installation Safety Officer. The safety officer develops traffic accident prevention initiatives in support of the installation traffic safety program. They also help the CSP and other agencies with accident and incident investigation.

1.2.7. Installation Civil Engineer (CE). The CE plans, designs, constructs, and maintains streets, highways, and abutting lands. CEs select, determine appropriate design, procure, construct, install, and maintain permanent traffic and parking control devices in coordination with the CSP and installation safety officer. They ensure traffic signs, signals, and pavement markings conform to the standards in the current *Manual on Uniform Traffic Control Devices for Streets and Highways*. They also ensure planning, design, construction, and maintenance of streets and highways conform to National Highway Safety Program Standards, and where applicable, host nation requirements.

1.2.8. Installation Traffic Engineer. Traffic engineers conduct formal traffic engineering studies. They apply traffic engineering measures and control devices to reduce the number and severity of traffic accidents. If there is no installation traffic engineer, the installation commander may request support services by contacting the Commander, Military Traffic Management Command, 5611 Columbia Pike, Falls Church VA 22041-5050.

1.2.9. Mental Health Office. The mental health substance abuse control program provides alcohol/drug education, treatment, and rehabilitation to personnel identified with alcohol and/or drug abuse problems.

1.2.10. (Added-KAFB) Base Traffic Working Group (BTWG) Responsibilities.

1.2.10.1. (Added-KAFB) The BTWG will comply with the directives according to KAFBI 32-1003, *Base Vehicle Traffic*.

1.2.10.2. (Added-KAFB) Everyone must coordinate all issues concerning traffic on KAFB through the BTWG. The installation commander has final approval authority over any issues discussed by the BTWG.

1.3. Delegation Of Authority. Installation commanders can delegate their authority under this instruction to their vice commander, support group commander, or other appropriate official. Those selected for delegation must not occupy a law enforcement, investigative, or other position which might lead to a conflict of interest or the appearance of such conflict during their administration of the motor vehicle traffic supervision program. Installation commanders must coordinate their letters of delegation through their installation staff judge advocate

Chapter 2

DRIVING PRIVILEGES

2.1. Requirements for Driving Privileges.

2.1.1. Driving a government owned vehicle (GOV) or POV on an Air Force installation is a privilege granted by the installation commander. If you accept that privilege, you must comply with the laws and instructions governing motor vehicle operation and registration on the installation. Consequently, everyone operating a motor vehicle on a military installation must produce, upon request from the security police, the following:

2.1.1.1. Proof of vehicle ownership or registration if required by the issuing authority.

2.1.1.2. A valid state, overseas command, host nation, or international driver's license and/or AF Form 2293, **US Air Force Motor Vehicle Operator's Identification Card**, supported by a DD Form 2, **US Armed Forces Identification Card**. Locally determine acceptable identification media for civilian personnel and base contractors. Note: Each installation commander must determine if international drivers licenses are recognized and accepted by the local (civilian) jurisdiction, and if so, will their use be authorized on the installation. As a general rule, most CONUS civilian jurisdictions will honor use of international drivers licenses for short periods of time by non-resident visitors and assigned military personnel. When practical, installation commanders should assimilate local policy to preclude conflicting policy.

2.1.1.2. (AFMC) Foreign nationals must have a valid international driver's license before driving privileges are granted on the installation. Consult the local Staff Judge Advocate's (SJA) Office for authorizing foreign nationals driving privileges who do not possess an international driver's license.

2.1.1.3. If required by the jurisdiction in which the vehicle is operated, a valid record of motor vehicle safety inspection, emission control test, or any other test, evaluation, safety inspection, or other documents required by local, state, or host nation law or agreement. Note: In some instances, a state or other governing jurisdiction in which a vehicle is registered may require, as a condition for keeping registration/plates issued by that state or jurisdiction, a safety or other inspection even when the vehicle is operated in another state or jurisdiction. Though not enforceable (in another state), failure to comply may invalidate the vehicle registration leaving the owner/operator in a precarious legal position. In such cases, it becomes the owner's responsibility to comply with their "home state" or other issuing jurisdiction requirements in addition to host state requirements. Owners should secure host registration when unable to comply with licensing and/or registration requirements issued by their home state or other jurisdiction.

2.1.1.4. Proof of current vehicle insurance when required by state, host nation, or the installation commander.

2.1.1.4.1. (Added-KAFB) Liability Insurance Required. No person shall operate a private motor vehicle on KAFB and territories under its jurisdiction unless there is in effect a liability insurance policy for that vehicle. Liability insurance must be in compliance with the limits set forth by the state of New Mexico.

2.2. Stopping and Inspecting Personnel or Vehicles.

2.2.1. The security police may stop vehicles on military installations based on the installation commander's authority. The following principles govern the stopping of motor vehicles:

2.2.1.1. In overseas areas, security police may stop, search, and detain vehicles on or off base as determined by host nation agreements and local command policy.

2.2.1.2. AFI 31-209, *The Air Force Resource Protection Program*, local command instructions, and policies established by the installation commander will detail stop, inspection, search, and impoundment of motor vehicles at CONUS installation entry gates and in Air Force restricted areas.

2.2.1.3. On-base traffic stops and inspections (other than at entry gates and restricted areas) of POVs is authorized when there is a reasonable basis to believe it's necessary to enforce a traffic regulation or when there is suspicion of criminal activity.

2.2.1.4. (Added-KAFB) Unsafe Vehicles. Security Forces and/or designated assisting personnel may inspect or test any vehicle, or question the operator of a vehicle at any time it reasonably appears the vehicle or driver constitutes a safety hazard when operating on KAFB. Security forces will bar individuals from operating unsafe vehicles on KAFB until corrective mechanical adjustments are made to the vehicle. However, individuals operating vehicles on KAFB with minor safety deficiencies (i.e., tires, headlights, taillights, etc.) will be issued a DD Form 1408, Armed Forces Traffic Ticket, that requires, corrective action within 72 hours.

2.2.1.5. (Added-KAFB) Operators Subject to Vehicle Inspection. Persons who decline or refuse to submit to an inspection of their vehicles by the security forces will be refused access to the base. They will be subject to revocation/suspension of their on-base driving privileges and barment from base as determined by the 377th Air Base Wing commander.

2.2.2. MAJCOMs responsible for overseas military installations must provide their installation commanders with written guidelines governing stop, inspection, search, and impoundment of vehicles. This guidance must reflect host nation agreements and pass appropriate legal review. Note: A theater commander or those commanding unified forces may direct policy covering all installations under their command. In this case, MAJCOMs must review those policies before issuing their guidance.

2.3. Implied Consent to Blood, Breath, or Urine Tests. Drivers give consent to evidential tests for alcohol or other drug content of their blood, breath, and/or urine as a condition to accepting installation driving privileges. This consent applies when lawfully detained, apprehended, or cited for any impaired driving offense committed while driving or in physical control of a motor vehicle on an Air Force installation.

2.4. Implied Consent to Vehicle Impoundment. As a condition to accepting installation driving privileges, drivers must give their consent for the removal and temporary impoundment of their POV if their POV is: 1) Illegally parked for unreasonable periods; 2) Interferes with traffic operations; 3) Creates a safety hazard; 4) Disabled by accident or incident; 5) Left unattended in, or adjacent to, a restricted, controlled, or off-limits area; and 6) Abandoned. Drivers also agree to reimburse an authorized agency or contractor for the cost of towing, storage, and disposal should a need arise to remove or impound their motor vehicle because of a situation described above.

2.4.1. Installation commanders define in local procedures or supplement to this instruction, the definitions for "unreasonable periods," "abandoned," and other terms relevant to enforcement action

under paragraph 2.4. Incorporate those instructions, procedures, and definitions into the local installation traffic code and make them known to the general public.

2.5. Suspension or Revocation of Driving Privileges . Installation commanders may suspend or revoke installation driving privileges and POV registration for lawful reasons both related and unrelated to traffic violations or safe vehicle operations. Installation commanders must incorporate procedures governing suspension and revocation in local publications or supplement to this instruction. Make these known to the general public.

2.5.1. Suspensions.

2.5.1.1. Installation commanders can suspend driving privileges for serious violations or when lesser measures fail to improve a driver's performance. The commander may also suspend or revoke licenses for up to 12 months if a driver continually violates installation parking standards, or habitually violates other standards considered non-moving in nature. Installation commanders determine suspension and revocation policy for non-moving violations, as well as what constitutes a non-moving violation on their installation (i.e., performing unauthorized repair; failure to register; unauthorized modifications or alterations; failure to maintain safety standards, etc.). Make these standards part of the local installation traffic code and take reasonable steps to make them known to the general public.

2.5.1.1. (AFMC) Installation/Center Commanders may suspend or revoke driving privileges for habitual offenders of installation parking standards. A habitual parking offender is someone who has received three or more parking citations within a 30-day period or six or more parking citations in a six-month period.

2.5.1.2. The installation commander has discretionary authority and may withdraw anyone's authorization to operate a government or privately owned motor vehicle on the installation.

2.5.1.3. Installation commanders will immediately suspend installation GOV or POV driving privileges pending resolution of an intoxicated driving incident which involves active duty military personnel, their family members, retired members of the military service, and DoD civilian personnel. This applies regardless of the geographic location of an intoxicated driving incident. Installation commanders can only suspend privileges of non-DoD affiliated civilians for incidents occurring on the installation or in the areas subject to their military traffic jurisdiction. After a review of available evidence as specified in paragraph 2.6., suspend driver's privileges pending resolution of the intoxicated driving incident under the circumstances outlined below:

2.5.1.3. (AFMC) If a civilian police agency reports information concerning intoxicated driving to the security forces and the civilian police report can not be readily obtained, complete the DD Form 1569 or AF Form 3545 (whichever is applicable), Incident/Complaint Report. This report is used for administrative due process for suspensions and revocations until an original copy of the report is received.

2.5.1.3.1. Refusal to take or complete a lawfully requested chemical test to determine blood alcohol content (BAC) or breath alcohol content (BrAC) for alcohol or other drugs.

2.5.1.3.2. Operating a motor vehicle with BAC or BrAC of 0.10 percent by volume or higher.

2.5.1.3.3. Operating a motor vehicle with a BAC or BrAC below 0.10 percent blood alcohol by volume if the jurisdiction in which the vehicle is operated imposes a suspension for a BAC or BrAC level below 0.10.

2.5.1.3.4. On an arrest report or other official document reasonably showing an intoxicated driving incident occurred.

2.5.2. Revocation.

2.5.2.1. The installation commander will immediately revoke driving privileges for a period of not less than one year in the following circumstances:

2.5.2.1.1. A person is lawfully detained for intoxicated driving and refuses to submit to or complete tests to measure blood alcohol or drug content as required by the law of the jurisdiction, installation traffic code, or this instruction.

2.5.2.1.2. A conviction, nonjudicial punishment, or a military or civilian administrative action resulting in the suspension or revocation of a driver's license for intoxicated driving. Official documentation is required as the basis for this type of revocation action.

2.5.2.1.3. When a serious incident involving a motor vehicle occurs and the installation commander determines immediate revocation of driving privileges is required to preserve public safety or the good order and discipline of military personnel.

2.5.2.1.4. (Added-KAFB) Upon receipt of a notice from any proper authority for an offense that is committed in any state. NOTE: For DoD-Affiliated personnel see AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, paragraph 2.5.1.3.

2.5.2.2. The CSP develops plans and procedures to forward revocation, suspension, and driving records to gaining commanders and to initiate appropriate staff action when receiving similar records from losing commanders of inbound personnel.

2.5.2.3. When temporary suspensions are followed by revocations, compute the revocation period from the original suspension date, exclusive of any period during which full driving privileges were restored pending resolution of charges.

2.5.2.4. Installation commanders may impose multiple suspensions to run consecutively or concurrently.

2.5.2.5. (Added-KAFB) The 377 SPTG/CC is delegated the authority to revoke/suspend on-base driving privileges. Unit commanders may request, in writing, suspension of on-base driving privileges of any problem drivers or drivers whose attitudes and actions are unsafe.

2.6. Reciprocal Procedures.

2.6.1. Air Force installation commanders will honor revocations issued by other installation commanders regardless of service component affiliation. Revocations remain in effect during reassignment unless the issuing authority terminates the revocation before reassignment. Installation commander may honor suspensions as determined on a case by case basis. Anyone with suspended or revoked privileges may petition an installation commander for partial or limited driving privileges.

2.7. Administrative Due Process for Suspensions and Revocations.

2.7.1. When considering suspending or revoking someone's driving privileges, notify that person in writing and tell them what action you are taking and the reason for it. Coordinate this notice with the base legal office.

2.7.2. Except for incidents outlined in para 2.5.1.3. and 2.5.2.1., do not suspend or revoke a person's driving privileges until they are notified (or reasonable attempts made) and offered an administrative hearing. Installation commanders determine when a suspension or revocation takes effect once making or attempting this written notice. Only in unusual circumstances should you make verbal notifications. Unless an application for a hearing is made within the prescribed period, suspension or revocation takes place on the prescribed date and time. Installation commanders determine the time period for staying a suspension or revocation action after receiving a request for a administrative hearing. For offenses outlined in para 2.5.1.3. and 2.5.2.1, an installation commander will authorize an immediate preliminary suspension based on reliable evidence. Such evidence can include witness statements, a military or civilian police report, chemical test results, a refusal to complete chemical testing, video tapes, written statements, field sobriety test results, or other evidence.

2.7.2.1. Installation commanders or their designee must conduct evidence reviews as soon as possible, but no later than three duty days following final assembly of evidence.

2.7.2.2. For active duty military personnel, send a written notice of preliminary suspension for intoxicated driving to their commander or reasonable equivalent. For non-installation, non-DoD affiliated civilians, present the written notice of preliminary suspension for intoxicated driving either in person (preferred) or by certified mail. If the person is employed on the installation, send the notice to their commander or reasonable equivalent.

2.7.2.3. Advise the individual of the following in the preliminary suspension notification for intoxicated driving:

2.7.2.3. (AFMC) Installation/Center Commanders may designate an officer (in writing) to hold the administrative hearing. Normally, an officer on the SJA staff is appointed. However, in no instance will the SJA or a member of the security forces be appointed.

2.7.2.3.1. Suspension can be made a revocation under the authority of paragraph 2.5.2 of this AFI.

2.7.2.3.2. The right to request restoration of driving privileges pending investigation or resolution of the incident (direct request letters to the installation commander or designee).

2.7.2.3.3. The right of military personnel to present evidence and witnesses and be represented by a civilian counsel (at their own expense) or assigned military counsel. Commanders determine the availability of specific (by name) military counsel requests.

2.7.2.3.4. The right of DoD civilian employees to have a personal representative present at the administrative hearing in accordance with applicable laws and instructions.

2.7.2.3.5. Amount of time the individual has to respond and request the administrative hearing before the preliminary suspension or revocation becomes permanent.

2.7.2.3.6. Direction to sign the acknowledgment of receipt and to return the signed letter to the address shown in the letter.

2.7.2.3.7. Requested hearings must take place within a reasonable period which is determined by the installation commander. A preliminary suspension for intoxicated driving remains in

effect until the installation commander makes a final decision. However, if no decision is made within 30 days of the preliminary suspension or revocation, restore full driving privileges until the accused is notified of the final hearing results.

2.7.3. Hearings for intoxicated driving will cover only the pertinent issues of whether: 1) The law enforcement official had reasonable grounds to believe the person was driving or was in physical control of a motor vehicle while under the influence of alcohol or other drugs; 2) The person was lawfully cited or apprehended for an intoxicated driving offense; 3) The person was asked to submit to a test for alcohol or other drug content of blood, breath, or urine and was informed of the consequences for refusing to take or complete such a test; 4) The person refused to submit to the test for alcohol, breath, or urine; failed to complete the test; submitted to the test and the result exceeded the amount of allowed blood alcohol content; results indicate the presence of other drugs for an on-installation apprehension or in violation of state laws for an off-installation apprehension; and 5) The testing methods used were valid and reliable, and the results accurately recorded and evaluated.

2.7.3.1. For revocation actions under paragraph 2.5.2.1. for intoxicated driving, the revocation is mandatory on conviction or other findings that confirm the charge.

2.7.3.1.1. The date of conviction or other findings that confirm the charge is the effective date of the revocation.

2.7.3.1.2. You may place the notice that revocation is automatic in the suspension letter, or send a separate letter. Revocation is not effective until receipt of the written notice, or the showing that you made reasonable attempts to notify the individual.

2.7.3.1.3. Revocations cancel any partial or restricted driving privileges previously granted. Once revocation is acknowledged, a person may petition for the restoration of all or partial driving privileges.

2.8. Alcohol and Drug Abuse Programs.

2.8.1. Refer military personnel involved in any intoxicated (drug or alcohol) motor vehicle incident to Substance Abuse Office, Drug and Alcohol Control for evaluation.

2.8.2. (Added-AFMC) AFMC supervisors will ensure civilian employees charged with intoxicated driving, on or off base, are referred to social actions within 10 days. The evaluation will determine if the person has an alcohol or substance abuse problem, which may require enrollment in the substance abuse awareness seminar.

2.9. Restoration of Driving Privileges on Acquittal. When an official report or finding determines lack of guilt (not guilty) or when charges are dismissed or reduced to an offense not amounting to intoxicated driving, vacate the suspension of driving privileges except when:

2.9.1. The preliminary suspension was based on refusal to take a BAC test.

2.9.2. Operating a motor vehicle with a BAC of 0.10 percent by volume or higher or in violation of the law of the jurisdiction that is being assimilated on the military installation.

2.9.2.1. (Added-AFMC) If operating a motor vehicle with a BAC of at least 0.05 percent by volume but less than 0.10 percent by volume (impaired driving) in violation of the law of the jurisdiction in which the vehicle is being operated, the suspension may remain in effect for not less than six months but no more than one year.

2.9.3. The person was driving or in physical control of a motor vehicle while under another preliminary suspension or revocation.

2.9.4. The state or host nation authorities made an administrative determination to suspend or revoke driving privileges based on local law or pertinent regulations.

2.9.5. The individual failed to complete a formally directed substance abuse or driver's training program.

2.9.5. (KAFB) Individuals who have been referred to alcohol education classes may apply for a waiver of driver improvement training by submitting a written request to the 377 SPTG/CC through their unit commander, Social Actions, and 377 SFS/SFAA.

2.10. Restricted Driving Privileges or Probation.

2.10.1. Unless prohibited by higher authority, host nation authority, or other publication, installation commanders may authorize partial or restricted driving privileges to those whose authority to drive on military installations was suspended or revoked by a military service authority. Ensure the individual's driving credentials (civilian state, international, host nation, etc.) are still valid.

2.10.2. Without due cause, do not grant restricted driving privileges, probation, or reinstatement to any person whose civilian driver's license is under suspension or revocation by a state, federal, or host nation licensing authority. If absolutely necessary to do so (and for on base privileges only), coordinate with the installation staff judge advocate. Note: This option applies only to installations exercising exclusive military jurisdiction. Outline procedures for applying for partial or restricted privileges in the base supplement to this AFI or in another appropriate publication. Only consider requests in which there is extreme hardship and there are no other workable alternatives. Do not consider the granting of limited privileges as an alternative to administrative discharge action when discharge is the more appropriate action. **Installation commanders must weigh heavily the potential liability inherent when an individual with a suspended or revoked state, host nation, or other license is allowed to operate a motor vehicle on the installation.** Administrative separation may be appropriate when the loss of driving privileges renders someone ineffective and incapable of performing their military duties, and a change in duty position is not reasonable.

2.11. Extensions of Suspensions and Revocations.

2.11. (AFMC) When revocation action for implied consent is combined with another revocation, it will run consecutively.

2.11.1. Increase by two years the suspension or revocation period when someone is discovered driving in violation of their original suspension or revocation. The unit or installation commander may also take administrative or disciplinary action.

2.11.2. Extend the suspension or revocation of installation driving privileges until the offender completes an approved remedial driver training course, drug or alcohol program, or other program deemed necessary by the installation commander or local authorities.

2.12. Reciprocal State-Military Action.

2.12.1. Statutory authority may exist within some host nations or states for reciprocal suspension and revocation of driving privileges. If so, the installation commander should honor the reciprocal agree-

ments with the state or host nation driver licensing authorities. On receipt of written notice, the receiving party may suspend or revoke driving privileges as if the violations or incidents occurred within its own jurisdiction.

2.12.1.1. Use the following procedures if statutory authority does not provide for formal military reciprocity:

2.12.1.1.1. When such authority suspends or revokes a license, automatically terminate the individual's installation GOV and POV driving privileges. Take only comparable military administrative actions (suspensions, revocation, or point assessment) for those off-base violations reported by local, state, or host nation authorities.

2.12.1.1.2. In the CONUS, notify the licensing authority of the state where a license is issued when revoking a person's installation driving privileges (for a period of one year or more only) following final adjudication of an intoxicated driving offense or for refusal to submit to a BAC/BrAC test. Include in the notification the basis for the revocation and the BAC/BrAC level.

2.12.2. Provisions of the applicable status of forces agreement (SOFA) and the law of the host nation concerning reciprocal suspension and revocation can affect OCONUS installation commanders. When permitted at a particular overseas installation and to the extent an agreement concerning reciprocity exists, the installation commander must have prior authorization to negotiate and conclude such an international agreement in accordance with applicable directives.

3.3.2. Duty training requirements and general position responsibilities which must include record keeping procedures, inventory, and security procedures for controlled DD forms.

3.3.3. Appointment procedures for those authorized to perform as registration officials.

3.4. Specifications for DD Form 2220.

3.4.1. Use the DD Form 2220 to register vehicles on Air Force installations. Remove the form from POVs when registration expires or registration privileges terminate.

3.4.2. Use the installation tag (4" X 1/2") to identify the Air Force installation where the vehicle is registered. Position this decal directly under the DD Form 2220. The tags are color coded according to the category of the registrant and are issued as follows:

3.4.2.1. Officer--blue background with white letters.

3.4.2.2. Noncommissioned officer--gold background with black letters.

3.4.2.3. Airman--red background with white letters.

3.4.2.4. Civilian--green background with white letters.

3.4.2.5. Contractor--white background with black letters.

NOTE:

The installation commander determines the color code used by dependents of deceased military members.

3.4.3. Use AF Form 2219, **Registered Vehicle Expiration** (2" X 3/4"), to maintain the validity of a vehicle's registration. This tab has a suffix (series) corresponding to a particular year of expiration (i.e., 2219A, 2219B, etc.). Revalidate registration by issuing a different "series" at a minimum of every three years. Position this decal to the right of the DD Form 2220.

3.4.4. Prominently affix registration decals to the windshield (centered at the top or at lower driver's side corner), on the front bumper (driver's side), or to a owner supplied plate securely fastened to the driver's side bumper, bumper mounting bracket, or license plate mounting bracket. State and local policy can affect the exact placement. On two-wheeled vehicles, place registration decals on a conspicuous front-facing surface or plate affixed to a front-facing surface.

3.4.5. Use AF Form 787, **Handicapped Person Vehicle Decal**, to identify vehicles of handicapped persons. Position the decal to the right of the DD Form 2220. For short term and temporary disabilities, the installation commander may authorize issue of the AF Form 787 or a locally devised card or form. When authorized, temporary local cards or forms should contain an issue and expiration date. Issue and display in accordance with local procedure. Note: Honor local and state issued handicap decals, placards, signs, etc., on all Air Force installations. Don't require personnel issued local or state handicapped parking identification media to have an AF Form 787.

3.5. Termination or Denial of Registration . Vehicle registration will be denied under the following conditions:

3.5.1. The owner fails to comply with the registration requirements of paragraph 3.2.

3.5.2. The owner sells or disposes of the registered POV, is released from active duty, is separated from the service, or terminates civilian employment with a military service or DoD agency.

3.5.3. The owner is other than an active duty military or civilian employee and discontinues regular operation of the POV on the installation.

3.5.4. The state, overseas command, host nation, or installation suspends or revokes the owner's driving privilege. Affected persons can apply to reregister their POV after their suspension or revocation period expires. Other family members having installation driving privileges may transfer the base vehicle registration into their name. If so, change the AF Form 533 or SPAS data base to reflect the new registrant. Note: The installation commander determines the period of time a person has before they must surrender their DD Form 2220 or transfer the decal and base registration to another authorized driver.

3.5.5. When a registrant is transferred. The installation commander may permit registration by the spouse or other dependents continuing to live near the installation. When this occurs, update the AF Form 533 or SPAS data base.

3.5.6. When ownership of a vehicle is transferred. The new owner of a previously registered vehicle can transfer the registration provided the new owner is eligible for base vehicle registration. The new owner must follow the procedures in paragraph 3.2.

3.5.7. During a PCS transfer. If authorized by the installation commander, a registrant may keep the registration decal on their vehicle for re-registration at the gaining installation. In this case, the losing installation transfers the registration number to the gaining pass and registration section where only a new installation tab is issued upon the member's arrival at the new duty station. Note: This procedure is not allowed for CONUS to OCONUS POV shipments or consecutive OCONUS to OCONUS transfers unless the vehicle will be accompanied or driven by a registered owner. Unless the vehicle is accompanied or driven, surrender the DD Form 2220 as part of normal out processing.

3.6. Specified Consent to Impoundment. Personnel must consent to the installation vehicle impoundment policy if they wish to drive on the installation. POV registration forms or policy will contain or have appended to them a certificate with the following statement:

"I am aware that AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, and the installation traffic code provide for the removal and temporary impoundment of privately owned vehicles parked illegally for unreasonable periods, interfering with military operations, creating a safety hazard, disabled by incident, left unattended in a restricted or controlled area, or abandoned. I agree to reimburse any agency or contractor for the cost of towing, storing, and disposing of my motor vehicle if it is lawfully removed and impounded."

4.1.4. The Military Traffic Management Command Transportation Engineering Agency (MTMC-TEA) will help installation commanders solve complex highway traffic engineering problems. MTMCTEA traffic engineering team services include:

4.1.4.1. Traffic studies of lifted areas and other special situations.

4.1.4.2. Complete studies of traffic operations of entire installations.

4.1.4.3. Assistance in complying with established traffic engineering standards.

4.1.5. Installation commanders submit requests for MTMCTEA assistance in accordance with AFR 75-88, *Highways for National Defense*.

4.2. Installation Traffic Codes.

4.2.1. Installation commanders must establish a traffic code for operation of motor vehicles on the installation. Commanders in overseas areas establish a traffic code to the extent military authority is empowered to regulate traffic under applicable treaties or agreements. Installation traffic codes must contain the base rules of the road and will, to the degree possible, conform to the code of the state or host nation in which the installation is located. The CSP is responsible for developing the traffic code and for ensuring it meets all local and legal requirements, this AFI, and the standards published in the following:

4.2.1.1. *The National Highway Safety Program Standards*, as published in 23, CFR 1230.

4.2.1.2. Applicable portions of the *Uniform Vehicle Code and Model Traffic Ordinance* published by the National Committee on Uniform Traffic Laws and Ordinances, which is contained in 23, CFR 1204.

4.2.1.3. DoDI 6055.4, *DoD Traffic Safety Program*.

4.2.2. The installation traffic code must contain policy and procedures for the towing, searching, impounding, and inventorying of vehicles. Publish these provisions and ensure they contain the following:

4.2.2.1. Violations and conditions to tow or impound a vehicle.

4.2.2.2. Procedures to notify the vehicle owner.

4.2.2.3. Procedures for towing, storing, and protecting impounded vehicles.

4.2.2.4. Procedures for disposing of vehicles after lawful impoundment.

4.2.3. Where applicable, installation traffic codes must supplement the various basic provisions contained in the subparagraphs below:

4.2.3.1. Motorcycles and mopeds. Operators must comply with special requirements when driving motorcycles, mopeds, or other open two-, three-, and four-wheel vehicles powered by a motorcycle-type engine. See paragraph 4.2.6. for information concerning off-road vehicle use. Installations should adopt local, state, or host nation guidance concerning the legal definition, operation, use, and control of mopeds, motorized bicycles, and other such devices on installation roadways. Such guidelines will be modified or restricted as necessary to ensure personal safety or the safe and orderly flow of installation traffic. Refer to AFI 91-207 for helmet, eye, and clothing safety requirements.

or other procedures that will ensure notification of appropriate base and civilian agencies. Develop and publish these notification procedures locally.

4.6.2. The security police will act as the focal point for gathering off-base accident information. Record the information in the security police desk blotter. When possible, obtain copies of major accident reports prepared by investigating civilian police agencies.

4.6.3. Security police respond to all on-base major vehicle accidents (unless local conditions or policies prohibit) to accomplish the following:

4.6.3.1. Render first aid and arrange for medical assistance.

4.6.3.2. Protect personal property.

4.6.3.3. Normalize traffic.

4.6.3.4. Identify witnesses and personnel involved.

4.6.3.5. Conduct a formal investigation.

4.6.3.6. The CSP determines (with installation commander approval) when and/or if minor vehicle accidents require investigation or a police response. He or she may delegate this authority to on-duty security police supervisory personnel. Develop policy in this area locally.

4.6.4. Report minor accidents not involving a security police response to the security police within 72 hours. Record accident information in the security police blotter. This information should include the accident type, time and date, location, name(s) of vehicle operator(s), unit (or address when civilian not affiliated with military), vehicle description, and license number(s). You should also include a brief summary of any damage and circumstances behind or causing the accident. A minor accident is any accident in which there are no fatalities/injuries or vehicle/property damage above the amount established by the installation commander. Consequently, a major accident is any accident involving a fatality, injury, or property damage above the amount established by the installation commander. The installation commander may set differing amounts for government versus private vehicle and property damage. The investigation of major accidents involve specialized accident investigative techniques to draw conclusions and opinions about how and why the accident occurred.

4.6.4.1. Injury is defined as any one of the following caused or aggravated by a motor vehicle accident:

4.6.4.1.1. Any condition requiring medical attention

4.6.4.1.2. Complaint or report of pain or injury regardless if medical attention is sought

4.6.4.1.3. Any visible injury. This includes bruises, contusions, cuts, scrapes, compression, or any other visible damage to the body.

4.7. Use of Traffic Accident Investigation Report Data.

4.7.1. Analyze data derived from traffic accident investigations to determine accident causes. When frequent accidents occur in one area, analyze location conditions, type of accidents, and other factors in an attempt to isolate causes. With the exception of privacy act information, make accident data and trend analysis available to agencies requesting the data for reporting and analytical purposes. With the exception of requests filed under the Freedom of Information Act, the CSP determines the agencies cleared to receive accident and incident data.

4.7.2. Law enforcement personnel and others who prepare traffic accident investigation reports will indicate if a seat restraint was used at the time of the accident, and where applicable, if air bags deployed.

4.8. Parking.

4.8.1. Illegal parking contributes to congestion and slows traffic flow on the installation. Strong enforcement of parking rules results in better use of available parking while reducing traffic accidents and hazards. Combine enforcement with community education and awareness initiatives in areas where illegal parking is a problem. When education and awareness fail, installation commanders may authorize more serious enforcement measures such as towing and "booting" of vehicles. Do not use towing and booting if less severe means of enforcement such as warnings, ticketing, reprimands, revocations, etc., prove effective. When using towing and booting, follow the guidelines below:

4.8.1.1. Publish operating instructions to control discretion of enforcers and limit towing or booting to specific offenses.

4.8.1.2. Focus on specific reasons for towing or booting. Booting is effective for immobilizing unsafe vehicles, or vehicles not inspected or registered. Use booting in high offense areas or to compel the presence of repeat offenders. Towing is more effective for moving vehicles that pose safety hazards. Some examples include double parking, and blocking fire hydrants and fire lanes.

4.8.1.3. Notify drivers that certain violations or multiple violations may result in towing or booting. Also, provide drivers a prompt opportunity to obtain release of their property.

4.8.1.4. Warn drivers when a boot is attached to their vehicle and instruct them on how to have the boot removed without damaging the vehicle.

4.8.2. Reserved Parking. When not addressed by MAJCOMs, installation commanders determine reserved parking policy for their installations. Number of available spaces, facility design and layout, traffic flow, and number of vehicles using facilities will help determine the number and location of reserved parking spaces. Make policy and procedures governing reserved parking a part of the installation supplement to this instruction, separate traffic control instruction, or base parking plan. The publication must address approval, issue, control, and review of reserved parking and should give special consideration to bicycle, motorcycle, visitor, and car pool parking. Handicap parking is regulated under the uniform federal accessibility standards and applies to all Air Force installations.

4.8.3. You can use distinctive emblems, decals, stickers, etc., to control parking space assignments and to indicate authorized use of the parking slot. If this identification media is placed on a vehicle bumper, separate it from the vehicle registration identification. MAJCOMs (or installation commanders if not addressed by the MAJCOM) may develop policy concerning the issue and control of the identification media discussed above.

4.8.4. You can use parking wardens (unit personnel) to monitor and cite parking violators, especially within off-street parking facilities.

4.9. Traffic Violation Reports.

4.9.1. Commanders should deal with most traffic violations occurring on Air Force installations within Air Force channels.

4.9.2. You can refer traffic violations occurring on Air Force installations (within the United States or its territories) to the proper US Magistrate. Do not refer violations in the following circumstances:

4.9.2.1. The operator is driving a government vehicle at the time of the violation.

4.9.2.2. A US Federal Magistrate is either not available or lacks jurisdiction to hear the matter because the violation occurred in an area where the federal government has only proprietary legislative jurisdiction.

4.9.2.3. Mission requirements make referral of offenders impractical.

4.9.2.4. A US Magistrate is available, but the accused refuses to consent to the jurisdiction of the court and the US attorney refuses to process the case before a US district court.

4.9.3. Installation commanders establish local administrative procedures for processing traffic violations. Issue traffic violators on military installations either a DD Form 1408, **Armed Forces Traffic Ticket**, or a DD Form 1805, **United States District Court Violation Notice**. The CSP determines who is authorized to issue those forms and what training they must complete before issuing either form. The DD Form 1408 is issued to active duty military personnel. Issue civilians the DD Form 1805, or the DD Form 1408 when a US Magistrate system is not available.

4.9.4. Installation commanders establish procedures for disposing of traffic violation cases through administrative or judicial action consistent with the Uniform Code of Military Justice (UCMJ) and federal law. Additionally, forward a copy of all violation reports on military personnel and DoD civilian employees apprehended for intoxicated driving to the Substance Abuse Office, Drug and Alcohol Control.

4.9.5. Unless restricted under the provisions of para 4.9.2., use the DD Form 1805 to refer civilian violators of state and federal traffic laws to the appropriate US magistrate. Notify the commander, first sergeant, or supervisor when any military personnel or DoD civilian employees is cited with the DD Form 1805. If requested, locally reproduce a copy of the DD Form 1805 and make it available to the commander, first sergeant, or supervisor.

4.9.5.1. Preparation of the DD Form 1805. This prenumbered form is issued through standard publication channels and is only accountable once it is issued to an offender. Before issuing this form, stamp (type) in black ink the specific address of the clerk of the US District Court (Central Violations Bureau) to which the violator must address the communication, on the reverse of the violator's copy (manila card stock) of the four-part form. Determine the entry for the amount of the fine, mandatory court appearance of the offender, and the date of appearance according to guidance furnished by the governing district court.

4.9.5.2. Identify the assimilation of state traffic laws by a specific state code reference in the CODE SECTION block of the DD Form 1805 or in a complaint filed with the US magistrate.

4.9.5.3. Use the statement of probable cause on the DD Form 1805 according to local staff judge advocate and US magistrate court policy. The statement of probable cause is required by the federal misdemeanor rules to support the issuance of a summons or arrest warrant.

4.9.5.4. For cases referred to US magistrate, normal distribution of DD Form 1805 is as follows:

4.9.5.4.1. The CSP forwards copy 1 (white) and copy 2 (yellow) to the US District Court (Central Violation Bureau).

4.9.5.4.2. Security police file copy 3 (pink).

4.9.5.4.3. Provide copy 4 (envelope) to the violator.

NOTE:

Ensure unit personnel are notified IAW para 4.9.5 above.

4.9.5.5. When DD Form 1408 is used, distribute the form as follows:

4.9.5.5.1. Provide the pink copy to the violator with normal reporting instructions and rebuttal instructions as determined by the installation commander.

4.9.5.5.2. Forward the white copy to the service member's commander, to the commander of the family member's sponsor, or to the civilian's supervisor or employer for administrative action within the unit/organization.

4.9.5.5.3. Forward the yellow copy to the security police administration branch for processing and tracking until the white "action copy" is returned by the unit commander, section commander, or first sergeant. When the white copy is received, review it for action taken, annotate the information in SPAS or the AF Form 1313, **Driver Record**, with the moving or non-moving violation and any points assessed. File the white and yellow copies with the driver record.

4.10. Standards and Procedures for Processing Intoxicated Drivers.

4.10.1. As a minimum, the CSP must train installation law enforcement personnel to do the following:

4.10.1.1. Recognize signs of alcohol and other drug impairment in persons operating motor vehicles.

4.10.1.2. Prepare DD Form 1920, **Alcohol Influence Report**, or other form which adequately documents sobriety and sobriety testing of an individual.

4.10.1.3. Perform standard field sobriety tests. The standardized Air Force field sobriety test consists of the one leg stand, the walk and turn, and the horizontal gaze nystagmus. Also consider any local, state, or host nation sobriety test requirements in addition to the above standard Air Force tests.

4.10.1.4. Determine to a reasonable and practical degree when a person appears intoxicated, but is actually physically or mentally ill and requires prompt medical attention.

4.10.1.5. Understand the operation of breath-testing devices.

4.10.2. Each installation using breath-testing devices will ensure operators of these devices:

4.10.2.1. Are chosen for integrity, maturity, and sound judgment.

4.10.2.2. Meet installation, and where possible, state certification standards.

4.10.3. Use only breath-testing devices listed on the approved NHTSA conforming products list published in the Federal Register. Ensure only trained personnel administer tests as specified in paragraph 4.13 and adhere to the procedures described in paragraphs 4.14 and 4.15 relating to voluntary and involuntary testing.

4.10.4. Installations located in states or overseas areas with no formal training program will develop their own training program following material and guidance from selected civilian institutions or manufacturers of the equipment. Coordinate local training programs with the installation staff judge advocate and state's attorney general (or local equivalent) to ensure your program meets local requirements for legal admissibility. Conduct refresher training at the intervals determined by the CSP and staff judge advocate.

4.11. Blood Alcohol Concentration Standards.

4.11.1. Uniformly apply administrative revocation of driving privileges and other enforcement measures to offenders driving under the influence of alcohol or drugs. When a person is tested per paragraph 2.3, evaluate the results of the test as follows:

4.11.1.1. If the percentage of alcohol in the person's blood is less than 0.05 percent, presume the person is not under the influence of alcohol.

4.11.1.2. If the percentage is 0.05 but less than 0.10, presume the person is impaired. Consider this standard with other competent evidence in determining whether the person was under the influence of alcohol. Suspend driving privileges according to para 2.5. Note: The 0.10 threshold delineating impaired from intoxicated can be lesser level when assimilating a more stringent local, state, or host nation standard.

4.11.1.3. If the percentage is 0.10 (or lesser amount when assimilating local, state, or host nation standards) or more or if tests reflect the presence of illegal drugs, the person is considered to have been driving under the influence of intoxicants. Suspend driving privileges according to para 2.5.1.3.

4.11.2. Percentages in paragraph 4.11.1. are percent of weight by volume of alcohol in the blood based on grams of alcohol per 100 milliliters of blood. Installation commanders will modify military standards to agree with a more stringent state, local authority, or host nation standard. Refer to Assessment #3, Table 5.1.

4.12. Chemical Testing Policies and Procedures.

4.12.1. Results of chemical testing are valid under this instruction only under the following circumstances:

4.12.1.1. Testing of blood, breath, urine, or other bodily substances using generally accepted scientific and medical methods and standards.

4.12.1.2. Qualified personnel administer breath tests.

4.12.1.3. Use of a nonportable breath-testing device approved by the state or host nation.

4.12.2. If the state or host nation has not established procedures for use of breath-testing devices, then apply the following procedures if you use portable breath-testing devices: 1) During the initial traffic stop as a field sobriety testing technique in lieu of or in conjunction with other field sobriety testing techniques as long as the state or host nation does not prohibit such use, and 2) According to the manufacturer's operating instructions.

4.12.2.1. Use nonportable evidentiary breath-testing devices as follows:

4.12.2.1.1. Observe the suspected person for at least 20 minutes before collecting the breath specimen. During this time, the person must not drink, eat, smoke, chew tobacco, or ingest any substance.

4.12.2.1.2. Verify calibration and proper operation of the instrument according to manufacturer's specifications and any specific local, state, or host nation requirements.

4.12.2.1.3. Comply with operational procedures in the manufacturer's current instruction manual. Perform the preventive maintenance as required by the owner's manual.

4.12.3. Chemical tests of personnel involved in fatal accidents.

4.12.3.1. Installation medical authorities will immediately notify and brief the CSP upon death of any person involved in a motor vehicle accident. Subject to military jurisdiction, medical authorities will examine anyone killed in an on-base motor vehicle accident or mishap. Conduct tests for the presence and concentration of alcohol or other drugs in the blood, bodily fluids, or tissues as soon as possible and where practical within eight hours of death. Include the test results in the medical reports.

4.12.3.2. As provided by law and medical conditions permitting, obtain a blood or breath sample from any surviving operator whose vehicle is involved in a fatal accident.

4.13. Detection, Apprehension, and Testing of Intoxicated Drivers.

4.13.1. Most of the time you will detect drunk drivers by observing unusual or abnormal driving behavior. Stop these drivers and determine the cause of their unusual driving behavior. If you reasonably conclude that the individual in control of the vehicle is impaired, perform field sobriety tests. The DD Form 1920 is used in examining, interpreting, and recording results of such tests. Use the standard field sobriety tests outlined in para 4.10. Specific procedures for administering them can be found in AFH 31-227, *Air Force Motor Vehicle and Traffic Control*. Also see AFH 31-227 for procedures and guidance concerning the use of traffic mazes, DWI checkpoints, and other drunk driving reduction measures.

4.14. Voluntary Breath and Bodily Fluid Testing Based on Implied Consent.

4.14.1. Implied consent policy is explained in paragraph 2.3.

4.14.2. Administer tests only when the following conditions are met:

4.14.2.1. The person was lawfully stopped while driving or while in physical control of a motor vehicle on the installation.

4.14.2.2. Reasonable suspicion exists to believe the person was driving under the influence of alcohol or drugs.

4.14.2.3. A request was made of the person to consent and he or she was advised that failure to voluntarily submit to or complete a chemical test of bodily fluids or breath may result in revocation of on-base driving privileges.

4.14.3. The installation commander prescribes the type of chemical tests used. Advise the driver that the installation commander may revoke driving privileges if they fail to voluntarily submit to or complete a requested chemical test and that they do not have the right to have an attorney present before deciding if they will or will not take the test. Testing will follow policies and procedures in paragraph

4.12. Also advise the driver that you can use the results of chemical tests conducted under the implied consent provisions of this instruction as evidence in courts-martial, nonjudicial proceedings under Article 15 of the UCMJ, administrative action, or civil court proceeding.

4.14.4. Special rules exist for persons who have hemophilia, other blood-clotting disorders, or any medical or surgical disorder under treatment with an anticoagulant. Such people may refuse a blood extraction without penalty, but you can offer a breath or urine test, or both. You must outline these procedures and the type of medical conditions that qualify for nonpunitive refusal in readily available medical guidelines located in emergency rooms or other reasonable areas where blood samples might be drawn from those suspected of drunk driving. Valid refusals must have the concurrence of a medical doctor.

4.14.5. If a person suspected of intoxicated driving refuses to submit to a chemical test, do not administer a test except as specified in paragraph 4.15.

4.15. Involuntary Extraction of Bodily Fluids in Traffic Cases.

4.15.1. These procedures pertain only to the investigation of individuals stopped, apprehended, or cited on a military installation for any offense related to driving a motor vehicle and for whom probable cause exists to believe that such individual is intoxicated. Rule 312d, Military Rules of Evidence, and regulatory rules concerning requesting and granting authorizations for searches govern the extraction of body fluids in furtherance of other kinds of investigations. Air Force policy on nonconsensual extraction of blood samples is further addressed in AFI 44-102, *Patient Care and Management of Clinical Services*.

4.15.2. Involuntary bodily fluid extractions (blood or urine) require valid search and seizure authorizations. A person subject to the UCMJ who does not consent to chemical testing, and who subsequently refuses a lawful order to surrender to the test, may nonetheless be forced to submit to an involuntary extraction of bodily fluids. As a general rule, forced extractions are considered only when an individual is involved in an accident in which there is a death, serious personal injury, or significant property damage. Probable cause must exist to believe the individual was driving or was in control of a vehicle while under the influence of an intoxicant. Conduct the extraction in accordance with the following procedures: 1) A search authorization by an appropriate commander or military magistrate obtained pursuant to Rule 315, Military Rules of Evidence, is required prior to such nonconsensual extraction; 2) A search authorization is not required under such circumstances when there is a clear indication that one will find evidence of intoxication and there is reason to believe that the delay necessary to obtain a search authorization would result in the loss or destruction of the evidence sought; and 3) Conduct warrantless searches only after coordination with the servicing staff judge advocate and attempts to gain authorization from an appropriate official fail because of the unavailability of the appropriate commander or military magistrate.

4.15.2.1. If authorization from the military magistrate or commander proves unsuccessful (due to nonavailability), the commander of a medical facility is empowered by Rule 315(d), Military Rules of Evidence, to authorize such extraction from an individual located in the facility at the time an authorization is sought.

4.15.2.1.1. Before authorizing the involuntary extraction, the commander of the medical facility should, if circumstances permit, coordinate with the servicing staff judge advocate.

4.15.2.1.2. The medical facility commander authorizing an extraction under Rule 315(d) need not be on duty as the attending physician. Any qualified medical person can perform the extraction.

4.15.2.1.3. The authorizing official may consider his or her own observations of the individual in determining probable cause.

4.15.3. Authorization for the nonconsensual extraction of blood samples for evidentiary purposes by qualified medical personnel is independent of and not limited by provisions defining medical care, such as the provision for nonconsensual medical care pursuant to AFR 160-12. Only qualified medical personnel administer extractions and use only reasonable measures to accomplish the procedure. Assistance to overcome an individual's resistance to the extraction is normally provided by law enforcement personnel or unit personnel acting under orders from the member's commanding officer or designee. Do not use any form of life endangering force to effect nonconsensual extractions.

4.15.3.1. Nonconsensual extraction will not interfere with or delay proper medical attention. Medical personnel determine the priority given to involuntary fluid extractions when other medical treatment is required.

4.16. Testing at the Request of the Apprehended Person.

4.16.1. A person subject to tests under paragraph 2.3 can request additional testing. These tests are paid for by the requesting individual, and an approved facility such as an off-base hospital or research laboratory performs the tests. If they desire admissibility of other tests in a military or civilian court of law, they must ensure the state (or host nation when in an overseas area) approves the test and test method. Complete all tests as soon as possible, noting any delay on the resulting documents.

4.16.2. If someone requests additional testing, the apprehending official may help make those arrangements. However, tests conducted under authority of the UCMJ remain valid when circumstances prevent timely release of the individual, or for whatever reason additional testing is not completed.

4.17. Off-installation Traffic Activities. Civil authorities enforce traffic laws in areas not under military control. Likewise, the security police often investigate on-base accidents and incidents of interest to local authorities. Consequently, the CSP must develop a program for the sharing and exchanging of information with civil authorities. In overseas areas, these procedures are generally well documented in formal agreements with the host nation. Local procedures must cover the receiving, processing, and securing of traffic and related incident reports received from other investigative agencies.

4.18. Compliance With Local and State Laws.

4.18.1. Installation commanders must ensure drivers comply with state and local traffic laws when operating government vehicles on or off base.

4.18.2. Commanders coordinate with the proper civil law enforcement agency before moving government vehicles or property that require special handling or exceed legal limits such as weight, length, width, or other standards.

4.18.3. Installation commanders should maintain a close liaison with civil enforcement agencies and encourage the following:

Chapter 5

DRIVING RECORDS AND THE TRAFFIC POINT SYSTEM

5.1. Driving Records. Use SPAS or the AF Form 1313 to record vehicle traffic accidents, moving and parking violations, suspension or revocation actions, and traffic point assessments involving military and DoD civilian personnel, their family members, and other personnel operating motor vehicles on a military installation. In filling out the form, use the following codes in the “accident classification” block:

5.1.1. Identify individuals who are principals in a motor vehicle accident as “S” subject or “V” victim.

5.1.2. Identify accidents appropriately with “MVA” minor vehicle accident; “NLD” no liability determined; “PD” property damage; “PI” personal injury; “G” government; “P” private; “V” vehicle; and “FO” fixed object.

Table 5.1. Suspension/Revocation of Driving Privileges (See Notes 1 and 2).

<p>Assessment: 1. Two-year revocation is mandatory on determination of facts by installation commander.</p> <p>Violation: Driving while driver’s license or installation driving privileges are under suspension or revocation.</p>
<p>Assessment: 2. One-year revocation is mandatory on determination of facts by installation commander.</p> <p>Violation: Refusal to submit to or failure to complete chemical tests (implied consent).</p>
<p>Assessment: 3. One-year revocation is mandatory on conviction.</p> <p>Violation:</p> <ol style="list-style-type: none"> 1. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle. 2. Driving or in physical control of a motor vehicle while under the influence of intoxicating liquor 0.10% or greater. <i>Note:</i> Where state or local authority use a more stringent standard (i.e., 0.08 instead of 0.10), Air Force units will assimilate the more stringent standard. 3. Driving a motor vehicle while under the influence of any narcotic or while under the influence of any other drug (including alcohol) to the degree rendered incapable of safe vehicle operation. 4. Use of a motor vehicle in the commission of a felony. 5. Fleeing the scene of an accident involving death or personal injury (hit and run). 6. Perjury or making a false statement or affidavit under oath to responsible officials relating to the ownership or operation of motor vehicles. 7. Unauthorized use of a motor vehicle belonging to another, when the act does not amount to a felony.
<p>Assessment: 4. Suspension for a period of six months or less or revocation for a period not to exceed one year is discretionary.</p> <p>Assessment: 4. (AFMC) Impose a 30 day suspension (first time suspension) for habitual parking violations. Impose no more than a six-month suspension (first time suspension) when six or more parking violations have accumulated within a six-month period. For second (and subsequent) suspensions for parking violations, a longer suspension may be imposed. However, a one-year suspension/revocation is the maximum for parking violations. Do not impose points for parking violations.</p> <p>Violation:</p>

Failure to properly restrain children in a child restraint system while moving (when child is 4 years of age or younger or the weight of the child does not exceed 50 pounds). See note #3	2
One to 10 miles per hour over the posted speed limit.	3
Over 10 but not more than 15 miles per hour above the posted speed limit.	4
Over 15 but not more than 20 miles per hour above the posted speed limit.	5
Over 20 miles per hour above the posted speed limit.	6
Following too close.	4
Failure to yield the right of way to emergency vehicle.	4
Failure to stop for school bus or school-crossing signals.	4
Failure to obey traffic signals or traffic instructions of an enforcement officer or traffic warden; or any official regulatory traffic sign or device requiring a full stop or yield of right of way; denying entry; or requiring direction of traffic.	4
Improper passing.	4
Failure to yield (no official sign involved).	4
Improper turning movements (no official sign involved).	3
Wearing of headphones/earphones while driving motor vehicles (two or more wheels).	3
Failure to wear an approved helmet and/or eyewear while operating or riding on a motorcycle, MOPED, or a three- or four-wheel vehicle powered by a motorcycle-like engine.	3
Improper overtaking.	3
Other moving violations (involving driver behavior only).	3
Operating an unsafe vehicle (see note 2).	2
Operating a radar detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speed (prohibited on DoD installations).	3
Driver involved in accident is deemed responsible (only added to points assessed for specific violations).	1

NOTES:

1. When two or more violations are committed on a single occasion, assess the points for the offense having the greater value.
2. Use this measure for other than minor vehicle safety defects or when a driver or registrant fails to correct a minor defect (for example, a burned out headlight not replaced within the grace period on a warning ticket).
3. Applies to not using or improper use of a child restraint device, i.e., car seat, infant carrier, booster seat, belt/strap modification (when required by manufacturer) etc. Assess four points when no restraint system of any kind is used.

5.4. Point System Procedures.

- 5.4.1. Reports of moving traffic violations recorded on DD Form 1408 or DD Form 1805 will serve as a basis for determining point assessment.

5.4.2. On receipt of DD Form 1408 or other military law enforcement report of a moving violation (e.g., AFI 3545) the unit commander or designated supervisor will conduct an inquiry. The commander will take or recommend proper disciplinary or administrative action.

5.4.3. Distribute citation copies and process point assessments IAW para 4.9.

5.4.4. Installation commanders may require the following driver improvement measures as appropriate:

5.4.4.1. Advisory letter through the unit commander or supervisor to any person who has acquired six traffic points within a six-month period.

5.4.4.2. Counseling or driver improvement interview by the unit commander of any person who acquires more than six points but less than 12 traffic points within a six-month period.

5.4.4.3. Referral for medical evaluation when a driver, based on reasonable belief, appears to have mental or physical limits that had, or may have, an adverse effect on driving ability.

5.4.4.4. Attendance at driver improvement program (DIP) to improve driving skill, awareness, or attitude.

5.4.4.5. Referral to an alcohol or drug treatment or rehabilitation facility for evaluation, counseling, or treatment. This action is required for active duty military personnel in all cases in which alcohol or other drugs are a contributing factor to a traffic citation, incident, or accident.

5.4.5. The installation commander may suspend or revoke driving privileges as provided by this instruction regardless of whether these improvement measures are accomplished.

5.4.6. Notify in writing anyone whose driving privileges are suspended or revoked (for one violation or an accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months). Installation commanders determine suspension and revocation periods for offenses not covered in Table 5.1; however, any revocation must be for a period of 6 months or more. The installation commander may impose a longer suspension or revocation period (to include offenses in Table 5.1) based on the person's overall driving record. Consider the frequency, flagrancy, and severity of moving violations, and the response to previous driver improvement measures. In all cases, military members must successfully complete a prescribed course in remedial driver training before reinstatement of driving privileges.

5.4.7. Points assessed against a person remain in effect for point accumulation purposes for 24 consecutive months. Routinely review driver records to delete traffic points during records update while recording new offenses and forwarding records to new duty stations. Completion of a revocation based on points requires removal from the driver record of all points assessed before the revocation.

5.4.8. Removal of points does not authorize removal of driving record entries for moving violations, chargeable accidents, suspensions, or revocations. Recorded entries will remain posted on individual driving records for the period of time indicated below.

5.4.8.1. Chargeable nonfatal traffic accidents or moving violations--three years.

5.4.8.2. Nonmandatory suspensions or revocations--five years.

5.4.8.3. Mandatory revocations--seven years.

6.5.2. The owner or operator is present. This situation can occur during a traffic or criminal incident or if the operator is apprehended for a crime or serious traffic violation and sufficient probable cause exists to seize the vehicle. In some cases, the operator is present but is unwilling, incapacitated, or otherwise unable to make adequate arrangements to safeguard the vehicle. As a general rule, you may search vehicles without search authority when there is a reasonable danger to police or public, there is a risk of loss or destruction of evidence, or the search is reasonable under rules governing search incident to apprehension.

6.6. Disposition Of Vehicles After Impoundment.

6.6.1. When a vehicle is impounded, hold it for as long as necessary for evidentiary, law enforcement, or other legal purposes. Unless directed otherwise by competent authority, release vehicles and property when no longer needed for one of the reasons stated above. Review Title 10, USC 2575, *Disposition of Unclaimed Property*, and DoD Directive 4160.21-M, *Defense Reutilization Marketing Manual*, (when DRMO is used) before taking action to dispose of vehicles not claimed by the owner or an authorized agent.

6.6.2. A vehicle is considered abandoned 60 days after making reasonable good faith efforts to contact the owner or when the owner is contacted and fails to take appropriate steps to assume responsibility for the vehicle. When owners decline to recover their vehicles, attempt to secure release of the vehicle by having the registered owners complete and sign the DD Form 2507. The 60-day waiting period does not apply when the owner releases the vehicle to the Air Force on DD Form 2507, signed letter, power of attorney, or other legally recognized document.

6.6.2.1. Once the vehicle becomes the lawful possession of the Air Force, process the vehicle as abandoned property in accordance with local procedures. Unless otherwise directed, installation commanders have considerable latitude in determining the best use for, or disposal of, abandoned property. Scrap, auction, or use to support Morale, Welfare, and Recreation (MWR) activities are potential options. Consider local, state, or if applicable, host nation requirements. If you process vehicles through the Defense Reutilization Marketing Office (DRMO), follow applicable DRMO and DoD directives.

6.7. Forms Prescribed.

- 6.7.1. AF Form 75, Visitor/Vehicle Pass
- 6.7.2. AF Form 533, Certificate of Compliance - Private Motor Vehicle Registration
- 6.7.3. AF Form 787, Handicapped Person Vehicle Decal
- 6.7.4. AF Form 1313, Driver Record
- 6.7.5. AF Form 2219M, Registered Vehicle Expiration
- 6.7.6. AF Form 2293, US Air Force Motor Vehicle Operator Identification Card
- 6.7.7. DD Form 1408, Armed Forces Traffic Ticket
- 6.7.8. DD Form 1805, United States District Court Violation Notice
- 6.7.9. DD Form 1920, Alcohol Influence Report
- 6.7.10. DD Form 2220, DOD Registered Vehicle Decal

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

Title 10, USC 2575, *Disposition of Unclaimed Property*
DoDD 4160.21-M, *Defense Reutilization Marketing Manual*
DoDD 5525.4, *Enforcement of State Traffic Laws on DoD Installations*
AFPD 31-2, *Law Enforcement*
AFI 91-207, *USAF Traffic Safety Program*
AFI 31-209, *USAF Resource Protection Program*
AFH 31-227, *USAF Motor Vehicle and Traffic Control*
AFI 36-2701, *Social Actions Program*
AFR 75-88, *Highways for National Defense*
AFI 44-102, *Patient Care and Management of Clinical Services*
AFI 37-138, *Records Disposition--Procedures and Responsibilities*
AFR 125-14, *Motor Vehicle Traffic Supervision*

Abbreviations and Acronyms

BAC—Blood Alcohol Content
CE—Civil Engineer
CONUS—Continental United States
CSP—Chief of Security Police
DoD—Department of Defense
DoDD—Department of Defense Directive
DRMO—Defense Reutilization and Marketing Office
GOV—Government Owned Vehicle
MAJCOM—Major Command
MAJCOM/SP—Major Command Chief of Security Police
MTMCTEA—Military Traffic Management Command Transportation Engineering Agency
MVA—Motor Vehicle Accident
MWR—Morale, Welfare, and Recreation
NAF—Nonappropriated Fund
NHSPS—National Highway Safety Program Standards

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NHTSA—National Highway Traffic Safety Administration

OCONUS—Outside Continental United States

ORV—Off Road Vehicle

PCS—Permanent Change of Station

POV—Privately Owned Vehicle

USC—United States Code